

Reports
(1)
OF
OFFICE

Report for week ending 24 December 1953 from the RECORDS SYSTEMS BRANCH

Vital Materials

A microfilming team from this office has started the quarterly filming of vital materials in the Personnel Office.

The Area Records Officer for Logistics Office has reported that lists of vital material holdings in four divisions have been received. A meeting will be held after the first of the year to establish a deposit schedule for all vital materials of this office.

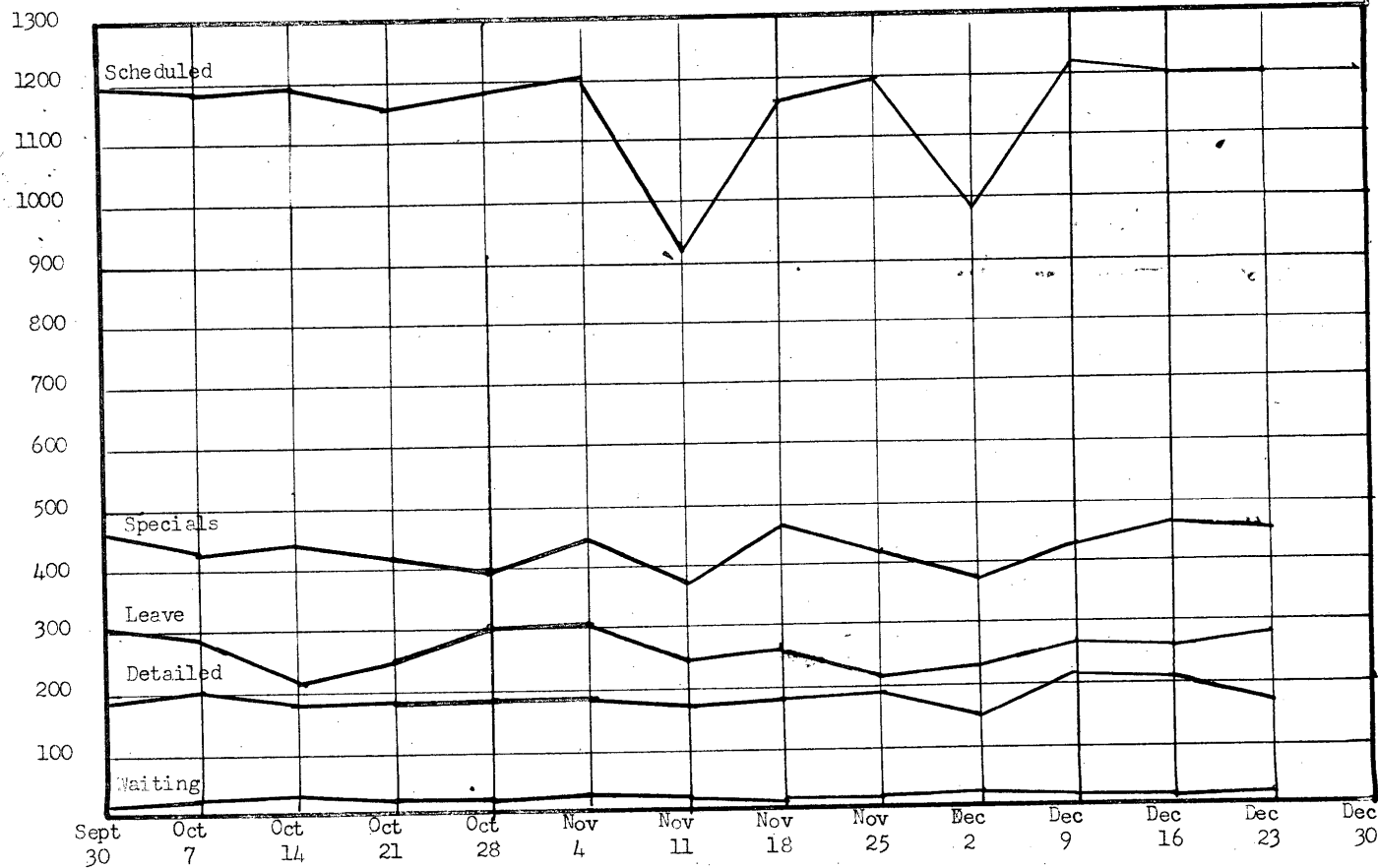
Mail Control Section

(See attached sheet on Report of Accident)

Chief, Records Systems Branch

TIME ~~CONFIDENTIAL~~ TION CHART
MAIL CONTROL SECTION

Man-
hours



Report for week ending 24 December 1953 from
FORMS MANAGEMENT BRANCH

O & H has been contacted relative to transfer of their forms functional file to Vital Materials. Agreement has not yet been concluded.

Proposed Notice [] relative to security classifications on forms was forwarded to [] for approval and submission to Regulations Control Staff.

The FI Information Report Study continues to develop slowly with some progress being made to effect standardization of forms and eliminate wasteful printing practices. Following a meeting 22 December 1953 between [] with [] action has been taken to redraft the report form preparatory to conducting a field test of a combined master and record copy set.

The Sterile Forms project has been successfully concluded with suitable instructions relative to handling such forms released to Logistics.

The OO Information Report Project is progressing satisfactorily with OO Contacts Division [] agreeing to a format substantially the same as that proposed for the FI reports. Final draft of the proposed form is in process of preparation.

Review of IB [] concerning agency correspondence standards has been completed. Detailed recommendations for changes have been submitted.

Current requests for new, revised and reprinted forms.

No. of Requisition	Copies
New 7	18,100
Revisions 14	19,100
Reprints 10	103,150
Total.... 31	140,350

[]
Chief, Forms Management Branch